



VOLUNTEER AND WORK PLACEMENT APPLICATION FORM

215 08/10

PART 1: VOLUNTEER / STUDENT DETAILS

Title: _____

First Name: _____ Last Name: _____

Address: _____

Telephone: Home: _____ Mobile: _____

E-Mail: _____ Date of Birth: _____

Where did you hear about this volunteer / work placement program:

PART 2: WORKING WITH CHILDREN CHECK

Unless exempt, all volunteers and work placement persons working with children **must** hold a blue card **before** they start volunteer work or a practical placement.

Do you have a current Blue Card? Yes No If yes, please complete the details below.

Blue Card Registration Number _____

Card Expiry (dd/mm/yyyy) _____

Managers must check the expiry date on the card and check that the name and signature on the card match with other photo identification documents provided by the card holder. Blue Card's can be validated immediately on the Commission for Children and Young People's Internet site - www.ccypcg.qld.gov.au

Volunteers under 18 are exempt from requiring a blue card unless they are a trainee student doing a practical work placement as part of their studies with an education provider.

Volunteer parents may be exempt under certain categories when providing services or conducting activities that relate to their own children.

MEDICAL DETAILS:

Are there any medical conditions that we should know about? (i.e. Allergies, Asthma, Diabetes, Heart conditions, Back or Shoulder problems, etc.)

If yes, please state what they are:

EMERGENCY CONTACT DETAILS

PRIMARY CONTACT NAME:	SECONDARY CONTACT NAME:
Contact Number (landline):	Contact Number (landline):
Contact Number (Mobile):	Contact Number (Mobile):
Relationship to Volunteer/Work Placement Student:	Relationship to Volunteer/Work Placement Student:

PART 3: AVAILABILITY (TO BE COMPLETED BY VOLUNTEERS ONLY)

Area of Interest:

Please state the YMCA program(s) or area(s) where you are interested in volunteering:

Availability:

Please provide us with an idea of the times which you would be available to volunteer. Please let us know if you need to change these times/days. (Times available)

Day	Morning	Afternoon	Night	All Day	Specific Times:
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Weekly Fortnightly Other: _____

Qualifications:

Do you have any Formal Training, Qualifications, or Life Skills that could be of benefit to our programs? If yes, please detail:

Do you have a current Senior First Aid and CPR Qualifications? Yes No
Exp Date: _____

PART 5: PLACEMENT INFORMATION (TO BE COMPLETED BY WORK PLACEMENTS ONLY)

Requested Commencement Date of Placement: _____

Requested Final Date of Placement: _____

Organisation arranging Placement (if applicable): _____

Organisations Contact Telephone Number: _____

PART 4 : REFERENCES

Please provide details of three people for reference checks. You must have known one of them for at least a year and they cannot be a relative.

Name: _____ Phone Number: _____

How do you know this person? _____

Name: _____ Phone Number: _____

How do you know this person? _____

Name: _____ Phone Number: _____

How do you know this person? _____

PART 5 - ACCEPTANCE

I, _____ acknowledge that I am applying for unpaid volunteer or work placement work with the YMCA/Y-Care (South East Queensland) Inc. and agree to any Blue Card and reference checks that may be carried out by the YMCA based on the information I have provided in this application form.

Signature

Date

If under 16 years of age, a parent or guardian must authorise any volunteer activity or work placements.

Parent / Guardian Name: _____

Parent / Guardian Relationship: _____

Telephone: _____ **Home:** _____ **Mobile:** _____

Parent / Guardian Signature

Date

VOLUNTEER RIGHTS & RESPONSIBILITIES



As a volunteer you have the right to:

- Be interviewed and employed as a volunteer in accordance with equal opportunity and anti-discrimination legislation
- Receive information about the organisation for which you are volunteering
- A clearly written job description
- Know to whom you are accountable
- Be recognised as a valued team member
- Be supported and supervised in your role
- A healthy and safe working environment
- Be protected by appropriate insurance
- Say no if you feel you are being exploited
- Be reimbursed for approved out-of-pocket expenses
- Be advised of the organisation's travel reimbursement policy
- Be informed and consulted on matters which directly or indirectly affect you and your work
- Be made aware of the grievance procedure within the organisation
- Orientation and training to do your volunteer work
- Information about the organisation's policies and procedures that affect your work
- Have your confidential and personal information dealt with in accordance with the Privacy Act 1988

As a volunteer you need to:

- Be reliable
- Respect confidentiality
- Carry out the specified tasks defined in the job description
- Be accountable
- Be committed to the organisation
- Undertake training as requested
- Ask for support when you need it
- Give notice before you leave the organisation
- Value and support other team members
- Carry out the work you have agreed to do responsibly and ethically
- Notify the organisation as soon as possible of absences
- Adhere to the organisation's policies and procedures